Center for Educational Performance and Information

Institution of Higher Education Request for Unique Identification Code User Guide

Last Updated: 7/28/2020

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Contents

Introduction

The purpose of this guide is to provide training for the Institution of Higher Education Request for Unique Identification Code Collection in the Michigan Student Data System application. This guide includes directions for gaining access to the MSDS and using the MSDS to upload files, performing UIC Resolution, requesting to link UICs, downloading reports and using the systems additional functionality, such as manual data entry or Student Search features.
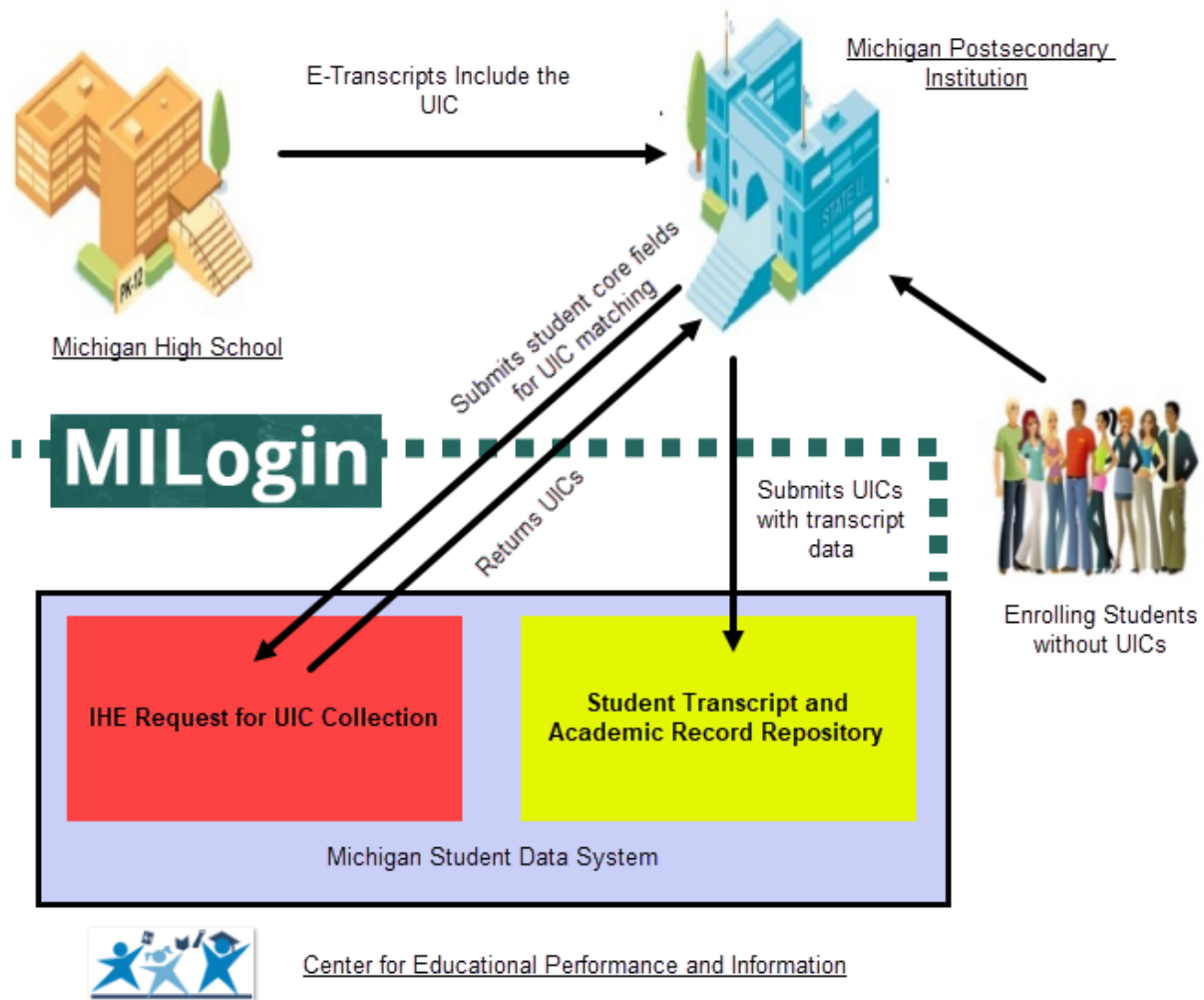
Background

One of CEPI's foundational purposes is to connecting preschool through workforce data. The connection of this data requires that a UIC is assigned and maintained. CEPI manages the exchange of data among institutions to the state and uses the data for reporting at all education levels. Before student transcript data can be uploaded to the Student Transcript and Academic Record Repository Collection, each enrolled student must have a UIC. Transcripts are currently being sent electronically from high schools to IHEs from a transcript exchange service provided by Parchment. These transcripts contain UICs. For students who are enrolled in your institution, but for whom you do not have a UIC, CEPI has created the IHE Request for UIC Collection in the MSDS.

Help and Resources

If you have questions not covered by this manual and our other posted support material, please contact our customer support team at cepi@michigan.gov. Email allows us to better research and respond to your questions, but if email is not an option, you can call us at 517-335-0505 x3.

Acquiring UICs for Postsecondary Schools

E-Transcripts Include the UIC

Michigan Postsecondary Institution

Michigan High School

MILogin

Submits student core fields for UIC matching

Returns UICs

Submits UICs with transcript data

Enrolling Students without UICs

IHE Request for UIC Collection

Student Transcript and Academic Record Repository

Michigan Student Data System

Center for Educational Performance and Information

IHE Request for UIC Collection Overview

The IHE Request for UIC Collection is the means for staff members at IHEs to acquire UICs for currently enrolled students who do not have UICs. It is also used to validate UICs for students who already have them. During the designated timeframe, the authorized staff member at the IHE will upload an XML file containing the necessary student information to the MSDS to match against those records in the MSDS UIC master table. If an existing UIC is found, it will be associated with the student record; if no match is found, a new UIC will be created for the student. If possible matches exist, they will be presented to the user to decide which UIC should be associated with the student. The file containing the UICs would then be downloaded by the IHE to incorporate into its local student information system. Using UICs as the main identifier, student transcript data is then loaded to the STARR. Authorized staff members can also utilize the Student Search functionality in the MSDS to look up existing UICs using either complete or partial core demographic fields (first name, last name, date of birth and gender).

The IHE Request for UIC Collection file must be XML compliant. CEPI has provided instructions for utilizing XML validation tools on the CEPI IHE Request for UIC web page. This step is essential to ensure that the file will pass basic file-level validation.

Timeline

The IHE Request for UIC Collection is open year-round.

Table 1

UIC Submission Windows		
	Open Date	**Close Date**
Bulk File Upload	Ongoing	Ongoing
Student Search	Ongoing	Ongoing

Checklist for Obtaining UICs

This checklist of suggested tasks prepares IHE users for the IHE Request for UIC Collection:

☐	1.	Obtain access to the Michigan Student Data System (MSDS). 1. Create a MILogin account 2. Subscribe to the MSDS in MILogin once the account is created Please view the MILogin User Guide for instructions on these steps. Fax the MSDS IHE security form, signed by the Registrar or Provost as listed in the EEM to CEPI at 517-335-0488
☐	2.	Develop the export file from your local student information system, and make sure the file conforms to the IHE Request for UIC Collection XML schema. Tip: Reference the CEPI IHE Web page for the IHE Request for UIC XML schema, XML sample and collection components specifications
☐	3.	Review the collection timeline on page 3 of this manual.
☐	4.	Become familiar with the IHE Request for UIC Collection on the CEPI postsecondary application web page
☐	5.	Know your entity code. Tip: Please refer to the EEM User Guide for information on searching for entity codes in the EEM.
☐	6.	Validate your XML file prior to uploading to the MSDS. Tip: For assistance on validating your files, reference the IHE Request for UIC Bulk Upload Guide on the CEPI postsecondary application web page.
☐	7.	Review the number of new UICs generated and the records that resulted in a match found. Tip: It is highly recommended that the user selects the List of New UICs Created and the List of Positive Matches from the drop-down menu on the Staging Area Details screen in the MSDS to check the results of these reports against the uploaded data. These reports may help identify data quality issues.

☐	8.	Review and resolve any records that require resolution.
☐	9.	Download the file with the UICs on the records. Tip: All downloaded files are zipped and in XML format. The XML file can be saved and opened in Excel. Large files may be separated into smaller files to avoid system time-out issues. Make sure to download all relevant files. A sample of the XML download appears in Appendix A.

Gaining Access to the MSDS

Staff members wishing to have access to the MSDS will need to complete a two-step process:

1. creating a MILogin account
2. submitting a security form to subscribe to the application

Please view the [MILogin User Guide](#) for instructions on these steps.

If you experience problems with your account or password, please contact CEPI at 517-335-0505 ext. 3 or by email ([CEPI@michigan.gov](#)).

Tips for Gaining Access to the MSDS

- Security agreements must be signed by the registrar or provost, as listed in the EEM. CEPI staff will verify that the person listed as the registrar or provost on the security agreement form matches the EEM.
- CEPI staff will also verify that a subscription request has been submitted in MILogin and that the information provided on the security agreement form matches the request. Once verified, permission will be granted and the requester will be notified by email.
- Access should be limited to only those persons who will be uploading the files or utilizing the student search function to do single student UIC lookups (should range between 2-5 people). MSDS IHE users typically include: technology group members, admissions staff and/or staff from the registrar's office.

Removing Access to the MSDS

When authorized users leave your organization, a removal request must be sent in. CEPI does an annual refresh notice as well. To access the Removal Request Form:

1. Go to the [Application Security Forms page](#)
2. Open the [User Removal Request Form](#)
3. Follow the instructions for completion of the Removal Request Form.
4. Once the form is completed, print a copy, obtain the required signatures and fax to CEPI at 517-335-0488.

XML File Creation

The CEPI website provides the XML schema, sample schema and the collection components to include in the file for the IHE Request for UIC Collection. Locate these documents on the CEPI IHE Request for UIC web page.

For more information about XML and schema validation, please refer to the MSDS Technical Document. The World Wide Web Consortium (W3C) is the ultimate authority on XML data types. All collection schemas will reference the W3C definitions for the base data types. Please reference the appropriate collection schema and the W3C to ensure a valid file submission.

Due to each local student information system being different, CEPI cannot provide technical support for exporting data from each student information system.

Searching for Your Entity Code

When creating the IHE Request for UIC XML data file, the IHE entity code is required. Entity code information is used for the SubmittingEntityCode and SchoolFacilityNumber characteristics. If you do not know your entity code, follow this look-up procedure in CEPI's Educational Entity Master (EEM):

1. Go to the EEM web page. Enter your institution's name in the EEM-Search box. Click Go.

2. Your search will bring up the desired entity information within the Entity Code column. The entity code is a five-digit code which may include a leading zero. Please do not cut off the leading zero, as it is a digit in the code
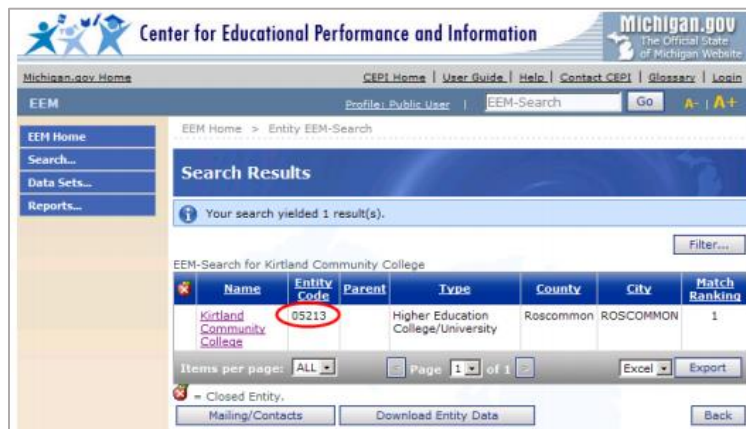
Logging in to the MSDS

Once you have a MILogin account, you can access the MSDS. To access the MSDS:

1. Go to the MILogin for Third Party page
2. Enter your User ID and Password.
3. Click the Login button. This will take you to the Application Portal page.
4. Select the Michigan Student Data System (MSDS).

The MSDS provides authorized users with various roles depending on the level of access. For the IHE Request for UIC Collection:

5. Select either the IHE UIC or STARR/UIC role from the Select Profile drop-down menu and click the Continue button (this only applies to users with multiple roles).

Navigating the MSDS Home Page

Below is a screenshot of the MSDS home page. Various links and menus are available to help users navigate through the Web pages. The link definitions are provided below:

Menu

- CEPI Home – The home page for CEPI.
- STARR Home – The STARR Collection's home page.
- SDS Home - The MSDS application's home page, which is the page prior to login.
- Student Data Submission - This screen allows users to access the file upload function and review data they have already submitted.
- Upload File - This is a submenu of the Student Data Submission menu, and allows an authorized user to upload the XML student data file.
- Uploaded File Status - This is a submenu of the Student Data Submission menu, and allows the authorized user to check the status of uploaded file(s) to determine if the file(s) processed successfully (i.e., passed XML schema validation)
- Data Staging Area - This is a submenu of the Student Data Submission menu. If the uploaded file processed successfully, the data are moved to the data Staging Area. This screen allows the authorized user to view uploaded records and where the MSDS conducts field-level data validation.
- Student Data Downloads - This screen allows users to download data they have submitted.
- Search - This screen allows an authorized user to search for individual students using all or portions of the four core fields (first name, last name, date of birth and gender) and/or all digits in the UIC.

Screen Level Help

- Steps: Shows step-by-step instructions for using the displayed screen for its main function.
- Tips: Provides additional information for the screen, such as how to sort or filter.
- FAQs: Contains Frequently Asked Questions and their answers related to the information/data fields on the displayed screen.
- Reference: Contains links to reference material including the training manual, data field descriptions and other useful information.

Characteristic Level Help

Characteristic level help is available to provide information related to any characteristic. A question mark icon displayed to the right of each characteristic leads to characteristic information if you click on it. Clicking on the question mark icon will open a window describing the field in greater detail. This window will include: 1) The characteristic Label that is used on the screen, 2) The characteristic Name, 3) The characteristic Data Type, 4) A description of the characteristic, 5) Instructions related to the characteristic and 6) The permissions that you, as a user, have for working with this characteristic.
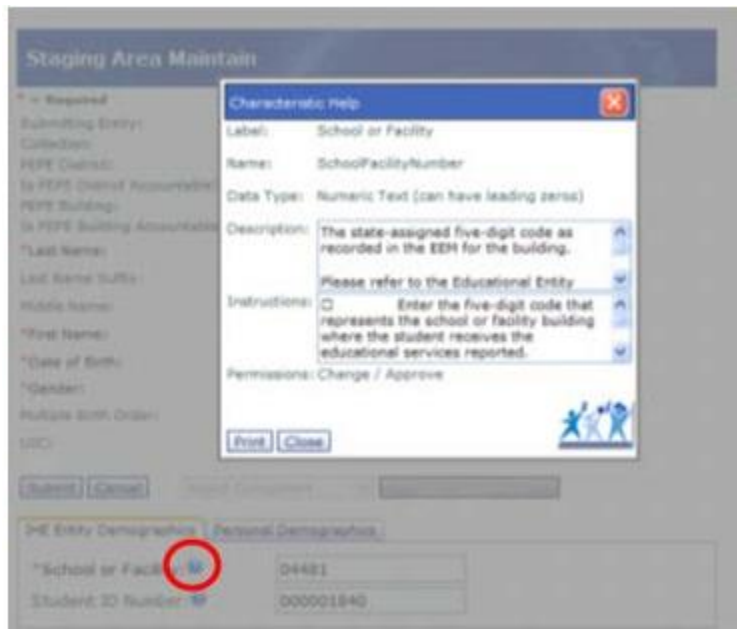
Submitting Records in the IHE Request for UIC Collection

Your XML file of student data must be uploaded so that the MSDS can validate the data and assign UICs.

Uploading a file

1. From the MSDS homepage, click on the Student Data Submission tab from the left-hand menu. This will bring up sub-menus. Click on the Upload File link. This will take you to the File Upload screen.

2. Select the IHE Request for UIC collection from the drop-down menu. In the text box, add any user notes specific to the file, if desired.
3. Select the Browse button to choose the file to upload. Click on the file name and click "Open" or double click on the file name to populate it into the File Name text box. Click the Upload File button.

The MSDS will show a timer to indicate that the file upload is in process. Depending on the rate of transfer, the progress of your file upload may show at the top of the page, with a box similar to this:

Once processed, you may receive a message indicating that your file was "uploaded successfully." Receiving this message does not mean it passed file-level validation.
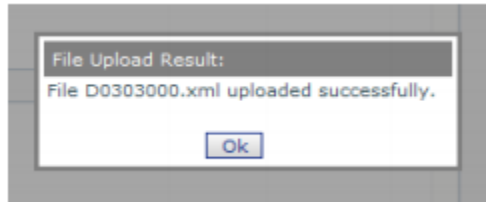
It is important to note how validation occurs in the MSDS.

- File-Level Validation (File Upload) – Although this does happen when the file is uploaded, ideally it should first occur offline. System performance is directly related to the number of files that are uploaded that do not pass file-level validation. File-level validation ensures that the file meets the schema.
- Field-Level Validation – Once a file is uploaded and passes file-level validation, the MSDS processes the Field-Level Validation. Once a file is accepted, it is loaded into a Staging Area. Field-level validation may result in field-level errors/warnings.

Checking Your File's Status

1. To check the status of your uploaded file to see if it was accepted or rejected due to file-level validation errors, go to the Uploaded File Status tab from the left-hand menu.
2. Select the IHE Request for UIC collection from the drop-down menu.
3. Select the Filter button. This will take you to a screen showing the results of an uploaded file.
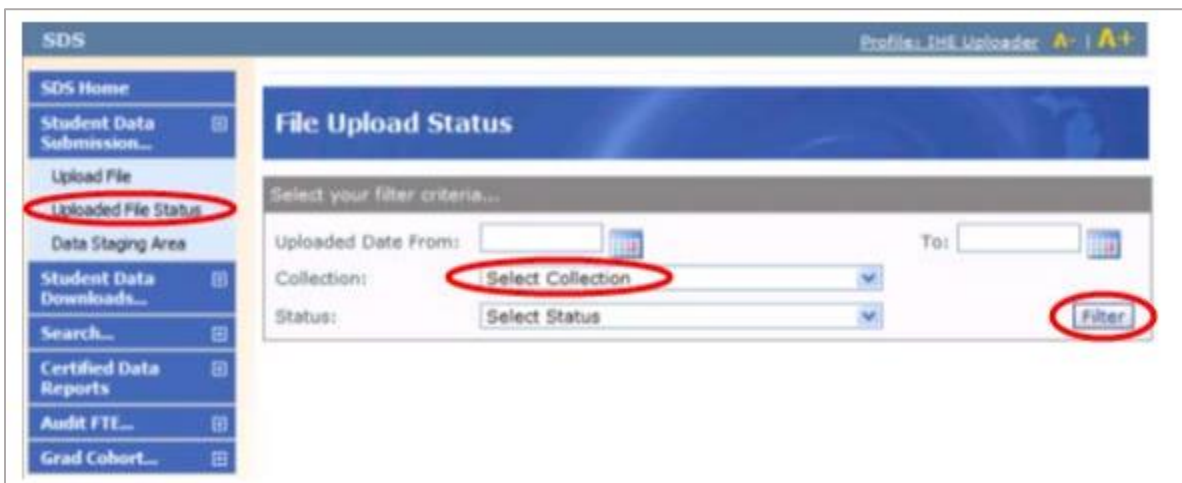
View the Status column to determine if your uploaded file was processed successfully. If the column reads "Processed Successfully," the data have been transferred to the data Staging Area. This screen also shows all files that have been uploaded by your entity that may have been uploaded by a different authorized user. If you wish to view the details of the upload status, click on the File Name.

Clicking on the file name will bring up the File Upload Status Details screen, which looks similar to the one below. This screen displays details such as if the file was uploaded successfully or if there were issues with the upload. If the file does not process successfully, the user needs to correct the file-level validation issues and reupload the file. To exit this screen, click on the Close button.

Reviewing Records

After viewing the file upload status and confirming that your file processed successfully, you should next open the data Staging Area. The Staging Area is where:

- The file goes through field-level validation and the UIC matching process.
- The user can view which records resulted in a new UIC being generated, a match found or requires resolution.
- The user can view field-level errors and warnings.
- The user can correct field-level errors. (Please note that UICs will be assigned despite errors and warnings.)

1. To view the records in the Staging Area, click on the Data Staging Area tab from the left-hand menu.
2. In the Staging Area screen, select IHE Request for UIC Collection in the Collection drop-down box.
3. Click the Filter button.
4. Clicking on the Collection Name will take you to the Staging Area Details screen
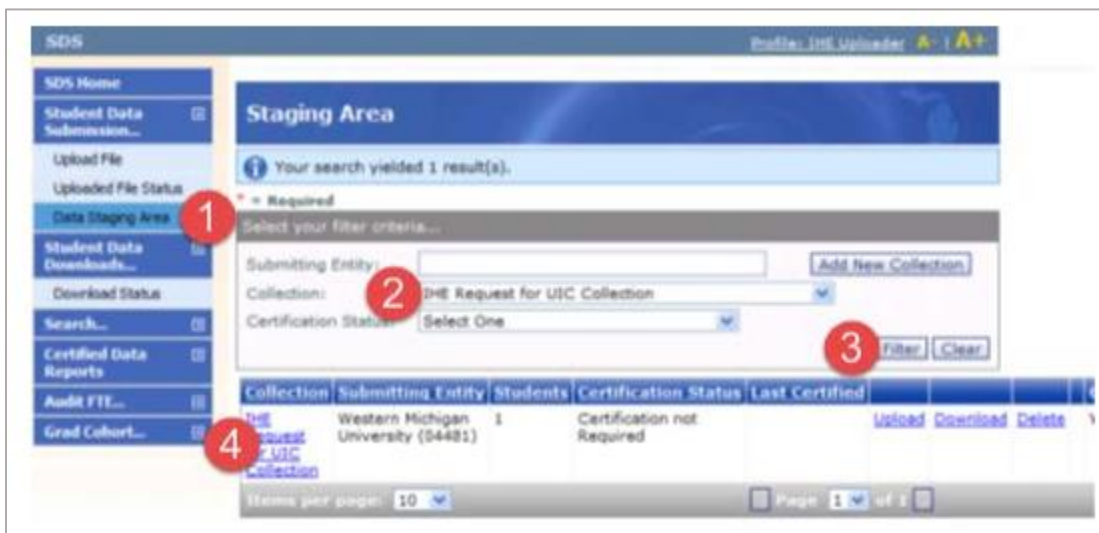
The Staging Area Detail screen displays the errors and warnings with the uploaded records, if any. This screen also displays the results of UIC Matching.

The Staging Area Detail screen is broken into the following five areas:

1. Validation Status (results of field-level validation) - Lists the number of records where errors exist, records with warnings and records with no errors or warnings. Clicking on the hyperlink of the validation status will filter those records with that status. The records will display at the bottom of the screen.
2. Validation Reports - Allows you to download reports that give details on which records have errors or warnings.

3. UIC Resolution Status (results of UIC matching) - Lists the number of records which require resolution, that resulted in a match found and that resulted in a new UIC being generated. Clicking on the hyperlink of the UIC resolution status will filter those records with that status. The records will display at the bottom of the screen.
4. UIC Resolution Reports - Allows you to download reports that give details on which records require resolution, that resulted in a match found and that resulted in a new UIC being generated.
5. Student Records - Display at the bottom of the screen. Users can filter the list of records by Validation Status, UIC Resolution Status or by students' last name. Users can also filter the list of students by clicking Filter.

UIC Resolution

UIC Resolution is the process of ensuring that each student is correctly associated with a UIC. The MSDS application matches every submitted record against the Student Master Record table. The fields used for matching include the First Name, Last Name, Date of Birth and Gender fields. Additional fields that the MSDS uses for matching are the UIC, Last Name Suffix and the Middle Name/Middle Initial fields, if they are provided in the submitted record. The fields in the submitted record are compared against the corresponding fields of records in the Student Master Record table to determine if it is the same student or not. Based on the fields used for matching, a score is calculated that determines how closely the submitted record matches to a record(s) in the Student Master Record table. The calculated score determines if a record requires resolution. Records that require resolution necessitate user intervention to determine which UIC should be associated with a student's record. If no match is found, the system automatically creates a new UIC.

To determine which records require resolution:

1. Click Student Data Submission and Data Staging Area from left navigation bar.
2. Select the IHE Request for UIC Collection from the drop-down menu.
3. Click the Filter button.
4. Click on the collection name link.
5. Click Requires Resolution from UIC Resolution Status section of Staging Area Detail page.

Select All		Unselect All		Delete Selected		Add Direct		Search / Add		Rerun Resolution

Filtered on Resolution Status: (Requires Resolution)
Your search yielded 1 result(s).

Select	School Facility #	User Notes	UIC	Last Name	First Name	Gender	Date of Birth	Validation Status	Resolution Status	Certification Date
☐						M		Error Free with No Warnings	Requires Resolution	

Items per page: 10 ⌄	☐ Page 1 ⌄ of 1 ☐	Excel ⌄ Export

6. Scroll to bottom of page and click the Requires Resolution link to the right of the student's name.

7. Review the student records presented as possible matches. All possible matches will appear. This could be a single match or several.

8. Click the UIC hyperlink of the possible match record to review the student's history.
9. If you determine that the possible match(es) presented belongs to your student, click "Use this Potential."
10. If you determine that your student is a different student than the student presented as a possible match(es), click "Request New UIC."
11. Enter reason for new UIC request in the UIC Request Comments pop-up box. For example, if this is a new student entering a Michigan school at the college level is it because they moved from out of state, went to a private school or were home-schooled? Be sure to enter the justification as to why you are requesting the new UIC and the student does not already have one assigned to them.
12. Click Submit.
13. Requests are placed in a queue that the system administrator reviews and approves or denies based on the information submitted in the request. You may review the status of your request on the Manage Requests for UIC screen or on the Staging Area Detail screen.

UIC Resolution Scenarios

Users will encounter several different scenarios when reviewing records that require resolution. Below is a general overview of different scenarios and the recommended action that the user should take.

Scenario #1 Multiple Possible Matches

When multiple 95-100 percent matches for a submitted record are found, the system cannot determine which UIC should be assigned to the student. Therefore, a user must review the multiple matches and determine if any of the possible matches represent his or her student.

After reviewing the history for each of the possible matches, determine if…

    a. All the possible matches represent his or her student, he or she should select the UIC with the most recent history record. As all the UICs represent the same student, the UICs should also be linked. See the section on linking UICs for these instructions.

    b. One of the possible matches represents his or her student, the user should select the UIC that represents the student.

    c. None of the possible matches represents the student, the user should request a new UIC.

Scenario #2 One Possible Match

After reviewing the history of the possible match, if the user determines that…
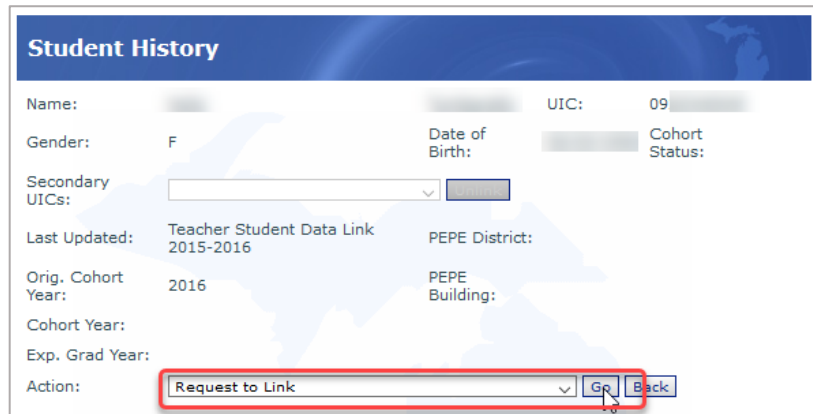
    a. The possible match represents his or her student, select that UIC.

    b. The possible match DOES NOT represent the student, the user should request a new UIC.

Requesting to Link UICs

Users may find that the same student has been assigned more than one UIC through UIC Resolution or through Student Search. When this occurs, it is important that the user requests that those UICs be linked. Linking UICs allows the history of those student records to be tied together. Linking also allows students to be appropriately tracked over time. A system administrator will review and approve/deny every linking request based on the information provided in the request.

Users can request to link UICs from the Student History screen, which can be accessed from several screens, including the Student Details screen (Student Search), and the UIC Resolution screens.

1. From the Student History screen, select Request to Link from the Action drop-down list.
2. Click the Go button.

The Student Link Request form allows users to request to link up to six UICs.

3. Enter each UICs you wish to link in the UIC column.
4. Choose the radio button for the primary UIC. The primary UIC should be the UIC with the most recent history records.
5. Add justification for the link request in the Justification text box.
6. Click the Validate button to confirm that you are requesting to link valid UICs.

7. Click the Submit Request button.

8. Requests are placed in a queue that the system administrator reviews and approves or denies based on the information submitted in the request. Typical turn-around time is one to two business days. You may review your request and the status of your request on the Manage Linking Requests screen or in Student Search.

Requesting to Unlink UICs

Sometimes UICs are linked and it is determined that those UICs are assigned to two different students. If this occurs, users should request to unlink the UICs and split the history of those records. Splitting the history of two previously linked UICs assigns the appropriate history record to the correct UIC.

If you determine that UICs have been linked in error, please contact CEPI customer support at CEPI@michigan.gov or call 517-335-0505 ext. 3. Please provide your name, telephone number (including area code and extension), district code and district name (if applicable), along with the UICs and the reason why you believe these UICs have been linked in error. CEPI will send an email once the UICs have been unlinked.

Manage Requests for UICs

When a request for a new UIC is submitted, it will display under the Manage Requests for UIC menu. The system administrator reviews these requests daily and approves/denies based on the information provided in the request. If your request is approved, a new UIC is created. The new UIC is assigned to the student's record and can be viewed on this screen or in the Staging Area in the collection that the user requested the new UIC.

Choose Manage Requests for UIC from the Manage Requests menu. You'll be able to filter requests by the following fields:

- First Name
- Last name
- Requested By
- District
- Building
- Status
- Requested Date Range
- Response Date Range

1. Once your filter results have been returned, you may click on the Details button to review your request. This will bring up the UIC Resolution screen for that student.
2. Use the Back and Next buttons to move to the next request.

3. Once a system administrator has approved or denied your request, the Details button is disabled.

Notes:
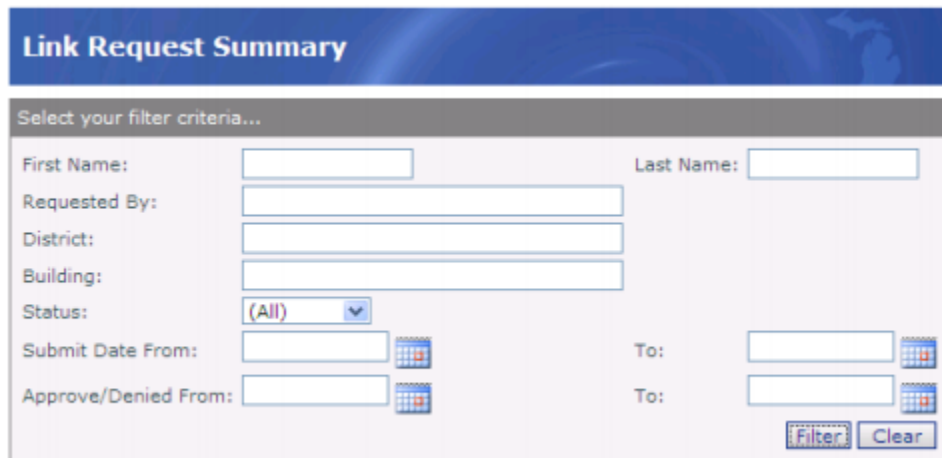
- Requests will remain in a new status until a system administrator has reviewed and approved or denied your request.
- Once a request has been approved or denied, the Details button becomes disabled.
- You will need to filter the list to review the status of your requests.

Manage Linking Requests

When a request to link UICs is submitted, it will display under the Manage Linking Requests menu. The system administrator reviews these requests daily and approves/denies based on the information provided in the request. If your request is approved, the UICs will be linked.

Choose Manage Linking Request from the Manage Requests menu.

1. Use the filter screen to filter your requests. You may filter on the following fields:
- First Name
- Last Name
- Requested By
- District
- Building
- Status
- Submit Date
- Approved/Denied From

2. Once your filter results have been returned, you may review your requests to see if they have been approved or denied by the system administrator.

Approved/denied status is shown in the bottom right-hand corner of each request.

Downloading Files

The MSDS will provide you with a report of the UICs (existing or newly created) based on the matching process results. In this report, the UICs will be provided to you in a new column added to the end of your submitted file. The download file is in the same XML format as the uploaded file, except the UIC characteristic is included in the file. The UIC characteristic will be the first characteristic in the Personal Core Component. An example of a downloaded XML file can be found in Appendix A. To download the report:

1. Click the Student Data Downloads tab from the left-hand menu. This will bring up a sub-menu. Click on the Download Status tab.
2. Click on the Request New Download button

3. Enter your institution's name or entity code, data location and collection.
4. Click on the Start Download button.

5. You will be prompted to go back to the Download Status screen. Click Ok.
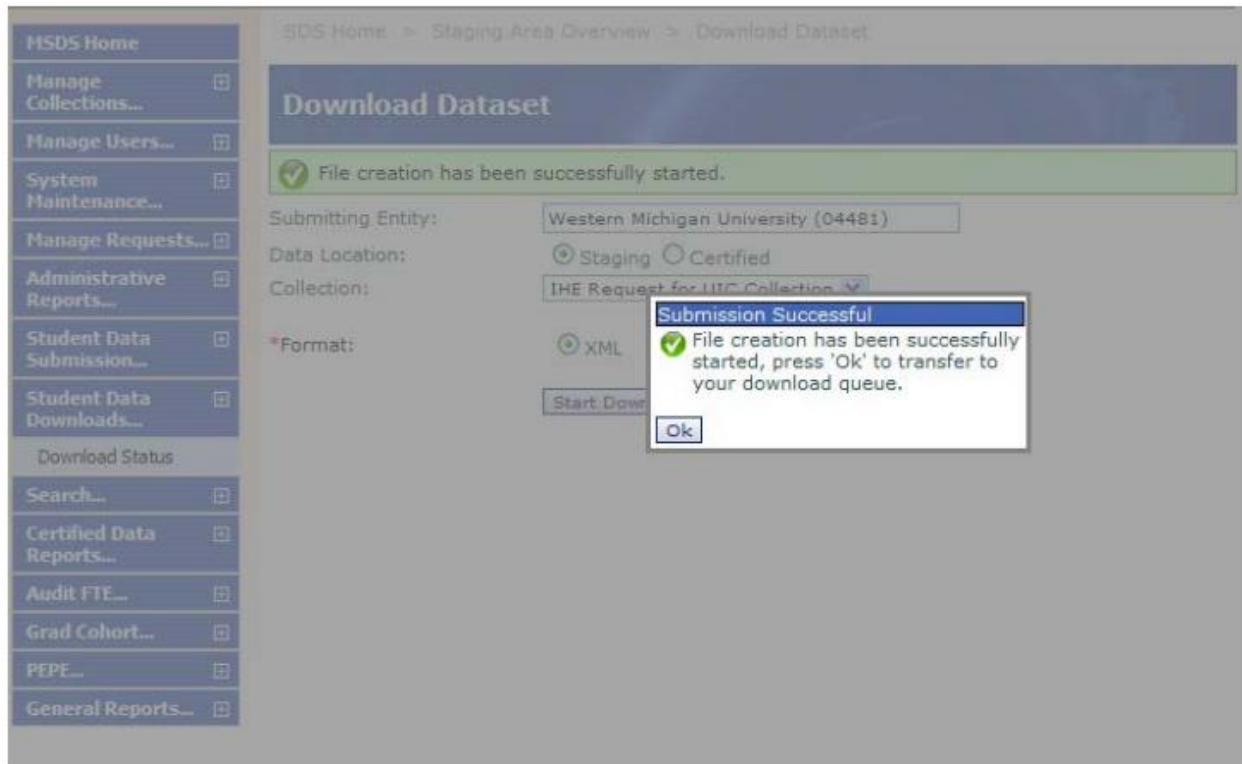
6. The Download Status screen will show the status of the requested download. Your file is ready when the filename is a hyperlink.

Note

You may need to periodically refresh this screen (by using the F5 key on your keyboard) to display the updated status. To save a copy of your downloaded file, click on the hyperlink of the file name from the Download Status screen. All downloaded files are zipped. You will be prompted to Open or Save the data download. Large files may have been separated into smaller files to avoid system time-out issues. Make sure to download all relevant files.

Manually Entering Student Data

If your IHE only needs a few UICs, you may want to consider adding your student data manually rather than doing a file upload to MSDS. To begin:

1. Go to the Data Staging Area screen by clicking on the Data Staging Area tab from the left-hand menu.
2. Enter your five-digit IHE entity code.
3. Click the Add New Collection button. If the IHE Request for UIC Collection has already been added for your entity, skip to Step 7.

4. On the Add New Collection screen, choose the Collection from the drop-down list.
5. Click the Add Collection button. Note: Adding a new collection is only necessary if the collection does not already exist. This is not something you need to do each time you want to manually enter data.

6. You will be taken to the Staging Area page to access your collection. Select the collection from the drop-down menu.
7. Click on the collection name.

To Add a Student

1. Click on the Add Direct button from the Staging Area Detail screen. This will take you to the Add Student screen.

2. Enter all required information. Core field information is required and denoted by a red asterisk (*).

3. Click the Submit button. This will submit the student to the IHE Request for UIC Collection, and the user will be returned to the Staging Area Detail screen.

You can also add another student record by clicking on the Submit/Add Another button and following the previous steps above to submit the next student to the IHE Request for UIC Collection.

4. Once the record has been added to the Staging Area Detail screen, click on the student's Last Name link. This will display the Staging Area Maintain screen.

5. Enter known student information on all appropriate tabs. If entering dates, slashes or dashes may be used. (Format: MM/DD/YYYY)
6. Click the Submit button.
7. If errors or warnings are encountered, they will appear below the student information. Correct all errors. Review warnings and make pertinent corrections, then click the Submit button again to refresh the data.

Student Search

Use the Student Search feature when you want to look up individual students to locate their UICs. To perform a student search:

1. Click on the Search tab at the left-hand menu. This will bring up a sub-menu. Click on the Student Search tab. This will take you to the Student Search screen.
2. Click the radio button next to Search By Core Fields.
3. Type in all or portions of the core fields.
4. Click on the Filter button. This will bring up the search results for the student. Note: No search results will appear if no matches were found in the system. The search results may also bring up multiple matches. If you discover that there are multiple UICs for your student, the UICs should be linked. See the section on linking UICs for these instructions.

5. Click on the hyperlinked UIC for the student. This will take you to the Student Details screen to view detailed information on the student.
6. The Student Type identifies if the student has a Secondary (K12) and/or a Higher Education (HE) record.

A screen like the one below will display for the student.

Appendix A: Download XML Sample with UIC Field Added

```xml
<?xml version="1.0" encoding="utf-8" ?>
<IHERequestforUICGroup SchemaVersionMajor="Collection"
  SchemaVersionMinor="1" CollectionId="108" SubmittingSystemName="My
  System" SubmittingSystemVendor="My System Vendor"
  SubmittingSystemVersion="1.0"
  xsi:noNamespaceSchemaLocation="http://cepi.state.mi.us/msdsxml/IHERequ
  xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance">
  <IHERequestforUIC>
    <SubmittingEntity>
      <SubmittingEntityTypeCode>B</SubmittingEntityTypeCode>
      <SubmittingEntityCode>04481</SubmittingEntityCode>
    </SubmittingEntity>
    <PersonalCore>
      <UIC>1111111111</UIC>
      <LastName>Bronco</LastName>
      <FirstName>Buster</FirstName>
      <DateOfBirth>1988-12-12</DateOfBirth>
      <MultipleBirthOrder>0</MultipleBirthOrder>
      <Gender>M</Gender>
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